

COURT COMMISSIONER

* * *

**Superior Court of California
County of Riverside**



Salary: \$122,262 / annually

CAREER OPPORTUNITY

Filing Period:

November 25, 2003 –

December 12, 2003

FILING INSTRUCTIONS

Candidates are invited to submit a resume and supplemental questionnaire on or before the Final Filing Date. Incomplete or indistinct descriptions of employment experience may disqualify a candidate. For further information, contact Diana Couch, Court Human Resources Analyst at (909) 955-5428 or write:

Superior Court of California
County of Riverside
Human Resources Department
4050 Main Street – Lower Level
Riverside, California 92502

Equal Opportunity Employer:

All positions are open to qualified men and women. Pursuant to Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990, disabled persons who believe they need reasonable accommodation or help in order to apply for or perform the necessary duties of the position may contact the Recruitment and Selection Unit at (909) 955-5428.

ORGANIZATION

The judiciary of the Superior Court of California, County of Riverside, includes 49 judges and 20 commissioners. Over 850 employees provide administrative and clerical support to the Court, thus ensuring the efficient operation of the judicial system in Riverside County.

The Court processes all types of court matters, including every stage of criminal and civil proceedings. It also processes juvenile, probate, family law, traffic, minor offenses, small claims, and specific appellate matters. A particularly unique aspect of the Court is that customers may file documents, obtain court forms, pay fines, and receive assistance on matters within our jurisdiction at any court location in Riverside County. The Court has locations in Banning, Blythe, Hemet, Indio, Riverside, and Temecula.

THE COUNTY

Riverside County is located in the heart of California's Inland Empire, is one of the nation's largest counties geographically, and is the sixth largest in population in California (1.4 million). Riverside County extends more than 7,300 square miles.

With easy access to beaches, mountains, deserts and lush farmland, Riverside County provides its residents with opportunities for educational and vocational development...shopping centers, financial centers and cultural activities...and Los Angeles, San Diego and most of Southern California's greatest attractions are less than an hour and a half away. From its heritage as a rural farming community, Riverside County has kept its friendliness, its affordable housing and available land space. Riverside County is an important center for industry, commerce and education. To find the right combination of professional and personal rewards, consider our opening.

"Leading Justice into the Future"

Riverside Superior Court is a unified trial court system that operates under a single administration, mission, and vision.

Its goals are to provide: Quality of Justice; Service to the Public; Modernization; Case Management; and Court Security. Our vision is to provide everyone with equal and convenient access to efficient, professional public service. To provide a safe environment where court users and personnel can conduct their business with a staff known for expertise, esprit de corps, and commitment to ensuring public trust and confidence in the judicial system.

**THE SUPERIOR COURT OF
CALIFORNIA, COUNTY OF
RIVERSIDE INVITES
APPLICATIONS FOR:**

**COURT
COMMISSIONER**

THE POSITION

This is an at-will position, under the authority of the Judges of the Court, and at the direction of the Presiding Judge, Court Commissioners perform various judicial functions as prescribed by law or conferred by the court. The power and authority of Court Commissioners is specified in Article VI, Section 22, of the California Constitution, Code of Civil Procedure Section 259 and Government Code Sections 69897 and 72190. Court Commissioners have the same jurisdiction and exercise the same powers and duties as the judges of the courts with respect to infractions and small claims actions, and in other matters pursuant to stipulation of the parties.

Court Commissioners are appointed by majority vote of the judges to perform judicial and quasi-judicial functions to assist the court in performing its constitutional and statutory duties for the administration of justice, with primary responsibility for presiding over a daily court calendar as assigned, including acting as a temporary judge in appropriate cases, and performing other related duties as assigned.

MAJOR RESPONSIBILITIES

- ❖ Acts as Temporary Judge pursuant to stipulation of counsel or parties; conducts a daily court calendar; presides over hearings and trials; makes rulings, findings, judgments and orders.
 - ❖ Arraigns defendants; hears, reviews and rules on or determines a variety of petitions, motions and other actions; takes evidence from witnesses; makes or recommends appropriate court orders; accepts pleas and imposes sentences; sets cases for hearings and trials; and conducts court and jury trials.
 - ❖ Performs the functions of a referee of the Juvenile Court as prescribed by Welfare and Institutions Code Section 147.
 - ❖ Conducts judicial hearings in family support cases involving Title IV of the Social Security Act, and cases filed by the District Attorney to establish paternity and other child support-related matters; may act as a judge pro-tem in such matters, or as a commissioner making findings and recommendations subject to review by a judge of the court.
 - ❖ Performs one or more of the functions of a probate commissioner, including review of pleadings and accountings in probate, guardianship, conservatorship and related matters; approves creditors' claims, ex parte requests and other probate actions; and presides over probate proceedings as assigned.
 - ❖ Presides over proceedings involving such matters as criminal and traffic arraignments, hearings and trials of infractions, misdemeanors and felonies, including day and evening court sessions as assigned.
 - ❖ Presides over proceedings in civil and small claims actions.
-

- ❖ Reviews court files, documents and related materials to assess cases prior to and following hearings; prepares court documents, records, reports correspondence and other written materials pertaining to case findings.
- ❖ Performs other related duties as assigned by the Presiding Judge.

* * *

QUALIFICATION GUIDELINES:

Active member in good standing of the California Bar for a period of at least five (5) years prior to appointment, or for a combined period of not less than ten (10) years in any state and California unless inactive membership due to previously holding the position of judge, referee or commissioner. Persons seeking appointment, as a Court Commissioner must demonstrate relevant legal experience as deemed sufficient by the Judges of the Court. Citizenship in the United States and residency in California required.

SALARY AND BENEFITS

The salary is \$122,262 annually. The Court contributes towards a variety of health and dental insurance plans; court paid vision insurance for employee and dependents; paid long term disability insurance, life insurance, and retirement contribution into the Public Employees Retirement System (CalPERS), modified for Social Security; court contribution into a deferred compensation plan (401A); and a generous leave plan.

* * *

SUPPLEMENTAL QUESTIONNAIRE

THIS SUPPLEMENTAL QUESTIONNAIRE IS INTENDED TO ASSIST THE SELECTION COMMITTEE IN EVALUATING CANDIDATE QUALIFICATIONS. PLEASE RESPOND TO ALL QUESTIONS ON AN 8-1/2 X 11-INCH WHITE PAPER. IN EACH OF YOUR RESPONSES, PLEASE INDICATE THE COMPANY/ORGANIZATION, DATES OF SERVICE, AND YOUR JOB TITLE AT WHICH THE FUNCTION WAS PERFORMED. SUBMIT YOUR RESPONSES AND APPLICATION FORM TO THE COURT HUMAN RESOURCES DEPARTMENT.

1. Describe your educational background and professional experience in criminal, civil, family law, juvenile, and probate matters including experience in the following areas:
 - a) Court and jury trials;
 - b) Law and motion practice;
 - c) Other areas you deem appropriate.
2. Describe any experience as a Judge Pro Tempore.
3. Describe your experience in working with pro se litigants.
4. What aspects of your background do you feel makes you especially qualified to be a Court Commissioner?
5. Is there any other information that the Committee should consider in evaluating your qualifications?